

RECORDS RETENTION SCHEDULE

Key # 28590

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 344 N. 7th Street, Sacramento, CA 95811

A CalRIM Consultant may be reached by phone at (916) 322-1729, by fax at (916) 322-1014

| | | | | |
|---|--|---|--|---|
| (1) DEPARTMENT, BOARD OR COMMISSION California Department of Fish and Game | | (2) AGENCY BILLING CODE 28100 | | (3) PAGE 1 OF 4 PAGES |
| (4) DIVISION/ BRANCH/ SECTION Office of Legislation Affairs | | (5) ADDRESS 1416 Ninth Street, Suite 1237, Sacramento, CA 95811 | | |
| CHECK THE APPROPRIATE BOX | | | | |
| (6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)] | | | | |
| (7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.) | | | | |
| (8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.) | | | | |
| NEW SCHEDULE INFORMATION (If applicable) | (9) SCHEDULE NUMBER FG 33-08 | (10) SCHEDULE DATE 9/11/08 | (11) NUMBER OF PAGES 3 | (12) CUBIC FEET (Total Schedule) 55 |
| PREVIOUS SCHEDULE INFORMATION (If applicable) | (13) SCHEDULE NUMBER FG 33 | (14) APPROVAL NUMBER 91-146 | (15) APPROVAL DATE (S) 6/7/91 – 6/7/96 | (16) PAGE NUMBER(S) REVISED All |
| (17) MISSION/FUNCTIONAL STATEMENT The function of the Office of Legislation Affairs is the development, analysis and implementation of legislation impacting licensing and other operations of the Department of Fish and Game. | | | | |
| PART I – AGENCY STATEMENTS | | | | |
| As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks. | | | | |
| (18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Julie E. Oltmann</i> | | (19) NAME and TITLE Julie Oltmann, Legislative Representative | | (20) PHONE NUMBER 916-653-9772 |
| | | | | (21) DATE SIGNED 6-19-09 |
| In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual. | | | | |
| (22) SIGNATURE- RECORDS MGMT. ANALYST <i>Melissa LaPorte</i> | (23) CLASSIFICATION SSA | (24) NAME (Printed or Typed) Melissa LaPorte | (25) PHONE NUMBER 916-445-5138 | (26) DATE SIGNED 6-22-09 |
| PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755) | | | | |
| (27) SIGNATURE – CalRIM CONSULTANT <i>Gavin C. Landy</i> | | (28) APPROVAL NUMBER 09-132 | (29) DATE SIGNED 6/24/2009 | (30) EXPIRATION DATE 6/24/2014 |
| PART III – ARCHIVAL SELECTION (Per Government Code Section 14755) | | | | |
| THE ATTACHED RECORDS RETENTION SCHEDULE: | | | | |
| (31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives | | | | |
| (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.) | | | | |
| (33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i> | | (34) DATE SIGNED July 14, 2009 | | |



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| ITEM # | CUBIC FEET * | CA. STATE ARCHIVES USE ONLY | TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) | MEDIA | VITAL | RETENTION | | | | PRA (Exempt) & IPA | REMARKS |
|--------|--------------|-----------------------------|---|-------|-------|-----------|-------|------|-------|--------------------|---------|
| | | | | | | OFFICE | DEPT. | SRC | TOTAL | | |
| (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) | (48) |

| | | | | | | | | | | | |
|----|----|-----------------|---|---|--|----------------|--|---|---------|--------------------|--|
| | | | <u>Administrative Records</u> | | | | | | | Current | Unless otherwise noted, records are considered non-confidential and are to be recycled. Retention set by Legislative Coordinator. Anything containing personally identifiable information will be sent to confidential destruct ... 2 years plus the current in office; then 4 years at SRC. |
| 1. | 41 | | Accounting Correspondence: Travel Expense Claims and budget allotments. | P | | Current +2 yrs | | 4 | C+6yrs | | Original documentation for employees records is maintained by HRB (ref to FG-54, Approval 05-047); GC 6254, IPA Art 8; IPA 1798.40. |
| | | | <u>Program Records</u> | | | | | | | Current | |
| 2. | 5 | NOTIFY ARCHIVES | Legislative Files: Assembly and Senate Bills requiring analysis, DFG-sponsored legislation and correspondence regarding legislation. | P | | Current +2 yrs | | 4 | C+6yrs | | Program records are to be retained for a period of two years plus the current fiscal year (in-house) and four-years at the State Records Center (with an option to extend, if necessary) |
| 3. | 5 | NOTIFY ARCHIVES | Correspondence: General communications between departments and/or lobbyists, elected officials and public that pertains to legislation. | P | | Current +2 yrs | | 8 | C+10yrs | | On-going in-house purging has contributed to keeping our publications current. |
| 4. | 3 | | Legislative publications: Includes legislative histories and journals, bound Chapters, extra copies of Bills and etc. | P | | Current +2 yrs | | 4 | C+6yrs | | Retain as current until next revision or updates; then either shred (if confidential) or recycle. Retain two years plus the current (in house) or until completion of an audit; and four years at the State Records Center (with an option to extend, if necessary). |
| 5. | 1 | NOTIFY ARCHIVES | Departmental Reports: Reports to Legislature, monthly activity summaries, licensee conduct reports, seasonal employee records and project analysis. | P | | Current +2 yrs | | 8 | C+10yrs | | |

* Provide total of office and departmental

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| EM | CUBIC FEET * | CA. STATE ARCHIVES USE ONLY | TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) | MEDIA | VITAL | RETENTION | | | | PRA (Exempt) & IPA | REMARKS |
|-----|--------------------|-----------------------------------|---|-------|-------|-----------|-------|------|-------|-----------------------------|---------|
| | | | | | | OFFICE | DEPT. | SRC | TOTAL | | |
| 37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) | (48) |

| | | | | | | | | | | | |
|-----|---|--|---|---|--|---------|---|---|---------|--|---|
| 6. | | | <u>Records Management</u> | | | | | | | | |
| | | | STD Form 70, Records Inventory Worksheet | P | | Current | | | Current | | Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later. |
| 7. | | | STD Form 71, Records Transfer List | P | | Current | | | Current | | Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later. |
| 8. | 1 | | STD Form 73, Records Retention Schedule | P | | Current | | | Current | | Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current. |
| 9. | | | Authorization for Records Destruction (Computer Printouts) | | | 4 | | | 4 | | Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years). |
| | | | Electronic Mail | | | | | | | | |
| 10. | | | A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number). | M | | * | * | * | * | | *E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question. |
| | | | B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge. | M | | 90 days | | | 90 days | | Destroy transitory e-communications when they have served their purpose. |

California Department of Fish and Game

High-Level Organization Chart

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